

CIVIL AIR PATROL
Headquarters
Maryland Wing
P.O. Box 18341
Baltimore MD 21240-8341

MDWG Supplement 1
CAPR 60-1
05 May 2002

Operations

CAP Flight Management

CAPR 60-1, 4 November 2001, is supplemented as follows:

2-5b. GEOGRAPHICAL LIMITS FOR FLIGHTS OF CAP AIRCRAFT.

1) The MDWG Commander has authorized flights to Virginia, Delaware, Pennsylvania and West Virginia. Pilots must notify MDWG Director of Operations or Current Operations Officer prior to departure. The aircraft may not remain away from its home airfield overnight.

2) For overnight flights and flights to any other state not listed above, the pilot must request approval by submitting a MDWG Form 7 (Request for Out of State Operation of Corporate Aircraft) to the MDWG Director of Operations least 3 weeks prior to the anticipated date of flight.

2-8. OPERATIONS MONTHLY ACTIVITY REPORT

Added. A MDWG Form 91, Aircraft Flight Log will be maintained in each corporate aircraft. At the end of each month, the unit will retrieve the MDWG Form 91 from the aircraft, tally the flying hours and complete a MDWG Form 3, Monthly Flying Time and Financial Report. The MDWG Form 3, 91 and any aircraft maintenance money due for reimbursable flying are due to MDWG HQ/DOO no later than the 2nd Monday of the succeeding month.

2-9. Active Maryland Wing CAP pilot records shall be maintained at Wing Headquarters. If a unit within the wing desires to also maintain records for pilots within their unit, they may do so.

4-5e FLIGHT RELEASE OFFICER QUALIFICATIONS

HQ CAP/DO has granted a waiver for persons who do not meet the eligibility requirements of para. 4-5.c. of CAPR 60-1 to be appointed as Flight Release Officers for Bay Patrol Operations only. These personnel must meet all other eligibility requirements, but that they do not need to be a unit commanders, experienced pilots or incident commanders. Any person subject to this waiver must complete all required training and sign a MDWG Form 142 which will be kept on file with MDWG/DOO. Each person covered by this waiver will be appointed in writing and approved by the region commander prior to the beginning of Bay Patrol season and the authority to release flights for Bay Patrol will expire at the conclusion of the of operations for the year.

4.6. FLIGHT RELEASE OFFICER RESPONSIBILITIES

c. Changed. FROs do not need to send a copy of the CAPF99 to the LO. The MDWG/DOO will forward the completed CAPF99 to the LO once all information has been verified.

4.9 FLIGHT RELEASE OFFICER; COMMANDERS RESPONSIBILITIES

a.3) Changed. MDWG/DOO will publish a list as needed of all FRO's in MDWG to be reviewed annually.

a.5) Changed. MDWG/DOO will provide a list of all current FRO's to the LO quarterly or as needed.

a.6) MDWG/DOO will be responsible for initial and recurrent training of all current and perspective FRO's.

a.7) The Unit Commander will be responsible for initiating the MDWG Form 142

at the conclusion of the FRO's Classroom instruction and an introduction to the Units local operating procedures.

JOHN F. REUTEMANN III, C/Lt Col, CAP
Administrative Officer

LAWRENCE L. TRICK, Col, CAP
Commander

4 Attachments:

1. MDWGF 3 (Monthly Operations Flying Time Report)
2. MDWGF 7 (Request for Out of State Operation of Corporate Aircraft)
3. MDWGF 91 (Aircraft Flight Log)
4. MDWGF 142 (Appointment and Agreement of Flight Release Official)

MDWGF 3 - MONTHLY FLYING TIME AND FINANCIAL REPORT

This report is due at Wing HQ/DOO no later than the second Monday of each month.

UNIT					AIRCRAFT					YEAR			
MISSION SYMBOL	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
A1													
A2													
A3													
A4													
A5													
A6													
A7													
B8*													
B9													
B10													
B11													
B12*													
B13													
B14													
B15													
B16*													
B17*													
B99*													
C1*													
C2*													
C3*													
L1													
TOTAL HOURS													
END HOBBS													
BEGIN HOBBS													
TOTAL													
END TACH													
BEGIN TACH													
TOTAL													

MAINTENANCE FEE COMPUTATION

PAYABLE HOURS DUE (*CATEGORIES - UNLESS WING AUTHORIZED)

TIMES MAINTENANCE RATE (\$15 - C172/\$17 - C182)

EQUALS AMOUNT PAYABLE TO MARYLAND WING CAP

X _____

\$ _____

SIGNATURE: _____

DATE: _____

REQUEST FOR OUT OF STATE OPERATION OF CORPORATE AIRCRAFT

For out of state flights within Middle East Region, submit three copies of this form with three copies of CAP Form 99 to Wing HQ/DO at least two weeks prior to the proposed flight date. For out of region flights, submit same number of forms three weeks prior to the flight date.

Unit: _____ Date: _____

Aircraft Model: _____ Number: N _____

Pilot: _____
 Name Rank CAPSN

Destination Airport: _____

Flight Departure Date: _____

Flight Return Date: _____

Purpose of
Flight: _____

Passengers: 1. _____
 Name Rank CAPSN

2. _____
 Name Rank CAPSN

3. _____
 Name Rank CAPSN

The flight must be logged in the Flight Authorization Log, a flight plan will be filed with the FAA, proper uniforms will be worn, and all passengers must be current CAP members.

 Aircraft Commander Pilot's Signature

 Wing Dir of Ops Commander, MD Wing Commander, MER

Aircraft Flight Log

Aircraft:				Month/Year		Unit	Next Maint Due (Tach)		
Day	Duty	Name	Rank	Serial Number	Unit	Flight Data	Flt Time/Hobbs	Flt Time/Tach	Remarks
	PIC					MISSION SYMBOL	Landing	Landing	
							Takeoff:	Takeoff:	
						CHARGE TO:	Flight:	Flight:	
							FRO:		
	PIC					MISSION SYMBOL	Landing	Landing	
							Takeoff:	Takeoff:	
						CHARGE TO:	Flight:	Flight:	
							FRO:		
	PIC					MISSION SYMBOL	Landing	Landing	
							Takeoff:	Takeoff:	
						CHARGE TO:	Flight:	Flight:	
							FRO:		
	PIC					MISSION SYMBOL	Landing	Landing	
							Takeoff:	Takeoff:	
						CHARGE TO:	Flight:	Flight:	
							FRO:		
	PIC					MISSION SYMBOL	Landing	Landing	
							Takeoff:	Takeoff:	
						CHARGE TO:	Flight:	Flight:	
							FRO:		
	PIC					MISSION SYMBOL	Landing	Landing	
							Takeoff:	Takeoff:	
						CHARGE TO:	Flight:	Flight:	
							FRO:		
	PIC					MISSION SYMBOL	Landing	Landing	
							Takeoff:	Takeoff:	
						CHARGE TO:	Flight:	Flight:	
							FRO:		

Duty Codes: PIC = Pilot in Command IP = Instructor Pilot CP = Check Pilot O = Observer/Scanner

End of Month Tach:

MDWGF 91 PREVIOUS EDITIONS ARE OBSOLETE.

Appointment and Agreement of Flight Release Official (FRO)

In accordance with the CAP Regulation 60-1 currently in effect, I hereby appoint as Flight Release Official the member named below. I certify that this member is either an Incident Commander, a Unit Commander of a Unit with CAP Flight Activity, an experienced CAP pilot with a private or higher pilot certificate (need not be current) or have been granted a waiver by MER CAP/CC. I also certify that this member possesses a sound knowledge of the CAP Flight Management program and flight release procedures and has received the required training for their flight release responsibilities

NAME			
HOME TELEPHONE NUMBER			
WORK TELEPHONE NUMBER			
EMAIL ADDRESS			
PAGER/CELL PHONE NUMBER			
UNIT NAME		CHARTER NUMBER	
SIGNATURE OF UNIT COMMANDER		DATE	

I hereby certify that I understand my responsibilities as a Flight Release Official as set forth in CAP Regulation 60-1 currently in effect, and agree that I will follow the procedures set forth therein. I also certify that I have attended the required training class and have completed all pre-requisite training. I understand that I must forward a copy of the previous month's CAPF 99 to Maryland Wing CAP/DOO no later than the 5th of each month. I also certify that I have in my possession a copy of the Maryland Wing FRO Checklist and I will use it. I understand that at any time this authorization may be revoked by HQ Maryland Wing CAP/DOO.

SIGNATURE AND GRADE OF FLIGHT RELEASE OFFICIAL	DATE	
SIGNATURE OF FRO TRAINING COURSE INSTRUCTOR	DATE	

DATE OF NATIONAL ONLINE FRO COURSE COMPLETION _____

DATE OF MARYLAND WING FRO COURSE COMPLETION _____

DATE MARYLAND WING FORM 142 SUBMITTED TO HQ/DOO _____